

# **Advanced Firearms and Advanced Control Defensive Tactics**

## **Registration, Invoicing, and Cancellation**

Effective immediately:

- 1) Registration will be completed 45 days before the course start date.
- 2) Invoices for the course will be generated and sent to respective agencies on the first day of the course. Payment for the course is expected within 30 days of receiving the invoice.
- 3) Cancellations of registered attendees must occur before the registration date for the course. The cancellation must be submitted by the agency's training coordinator to the program registrar via email.
  - a. If cancellation occurs within 45 days of the course start date, the agency will be invoiced for the full tuition cost and are expected to pay the full price of tuition within 30 days of receiving the invoice.
  - b. The WSCJTC encourages replacing the attendee who had to cancel with another attendee from the same agency. In certain circumstances, a credit can be extended to the agency for another course date.

Explanation:

The Advanced Firearms and Advanced Control Defensive Tactics programs are not state-mandated and are not funded. All costs related to operating the advanced certification programs, including wages and equipment, are covered by tuition fees.

Recently, we have had several attendees who were registered but did not attend class. The costs of staffing and equipping for the course were incurred, leaving the unfunded program in deficit.

The Advanced Firearms and Advanced Control Defensive Tactics instructor certification courses are a valuable resource for agencies throughout the state, enabling them to mitigate liability associated with Advanced Firearms and Advanced Control Defensive Tactics training.

The cancellation policy aligns with that of other state courses offered through the state Department of Enterprise Services.